

MUNIS

DRAFT BUDGET PROCESSING
(BGL-6)

JANUARY 2002

VERSION (6.0)

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DRAFT BUDGET PROCESSING

DESCRIPTION

This document provides instructions for generating a draft budget in MUNIS for annual funds - all funds excluding Fund 2 (Special Revenue) and Fund 360 (Construction Fund). The draft budget contains the projected revenues and expenditures for the coming fiscal year and is the source of the data reported in the *Draft Budget Report (STW_GL-7)*. State law requires that the local board review the Draft Budget by January 31 of each year.

NOTE: *Draft budget figures for Fund 2 and Fund 360 are not needed. A budget for Fund 2 will be entered in the Tentative Budget.*

What is a Budget Projection?

A Budget Projection is a work file for creating new year budgets. When a Budget Projection is generated, only those G/L accounts whose budgetary flag is set to Y are copied to the work file.

Current year revised budget amounts can be automatically placed on accounts within a Budget Projection. The Roll/Factor function can also be used to create multiple projection levels within a single Budget Projection file. Roll/Factor '**rolls**' (copies) amounts from current year revised budget or from one projection level to another.

Specific Budget Projection levels must be used to generate the Draft and Tentative Budget reports. The Draft Budget Report requires a budget in Level 2. The Tentative Budget Report must be generated from a budget in Level 3.

A Budget Projection file does not affect current year budgets. Budgets for accounts within the projection file can be added, modified, and deleted as often as necessary.

CHECKLIST FOR PROCESSING THE DRAFT BUDGET

- ☐ 1. Generate a Budget Projection for Annual Funds (exclude Fund 2 and Fund 360).
- ☐ 2. Define the Default Budget Projection for the Budget Year.
- ☐ 3. Roll the Next Year Budget Projection from Level 1 to Level 2.
- ☐ 4. Enter and verify budgets for designated accounts in Level 2.
- ☐ 5. Run Master, if necessary, to update the Projection File with new accounts or to delete accounts which have been removed from the Chart of Accounts.
- ☐ 6. Generate Next Year Budget Reports to verify budget entry and to compare budget amounts against prior year budgeted and actual expenditures. Refer to the document entitled *Next Year Budget Reports (MUNIS_BD-1)* in the *MUNIS Budget/General Ledger User Guide*.
- ☐ 7. Repeat steps 4-6 during the budgeting process as often as necessary to finalize the Draft Budget.
- ☐ 8. Generate the Draft Budget Report. Refer to the document entitled *Draft Budget Report (STW_GL-7)* in the *MUNIS Budget/General Ledger User Guide* for assistance when generating the Draft Budget Report.

GENERATING A BUDGET PROJECTION

Generate a Draft Budget Projection for all funds EXCLUDING Fund 2 (Special Revenue) and Fund 360 (Construction Fund).

To Generate a Projection, Select:

A) FINANCIALS

B) Budget Menu

A) Define/Start Budget Projection

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
BUDGET PROJECTION MASTER MAINTENANCE				
Action: Find Next Prev Browse Update Del Gen Master Recalc ..				
Query the current database table.				
Projection number []				
Description []				
Ceiling percent [] Allow maintenance for				
Created from Projection [] level 1 users? []				
Budgetary Method []				
Account Status [] Include Encumbrance []				
Fund ranges in Projection Use which budget amounts? []				
Fund range 1 [] to [] (C) = current yr revised				
Fund range 2 [] to [] (O) = current yr original				
Fund range 3 [] to [] (R) = next yr req level 1				
Fund range 4 [] to [] (Z) = zero budget amounts				
Selective account inclusion []				

1. Select **Gen** from the ring menu to generate a new projection.
2. Enter the following field values:
 - ?? **Projection number** (e.g., '200X')
 - Note:** *The "X" should reference the last digit of the new budget year*
 - ?? **Description** (e.g., 'FY 200X-200X Budget Projection')
 - Note:** *The "X" should reference the last digits of the new budgeted fiscal year.*
 - ?? **Budgetary Method** = 1 (From Budget Appropriation Process)
 - ?? **Fund range 1** = 1 to 1 (yields fund 1 accounts only)
 - ?? **Fund range 2** = 310 to 320 (yields funds 310 and 320 accounts only)
 - ?? **Fund range 3** = 51 to 51 (yields fund 51 accounts only)
 - ?? **Selective account inclusion** =N (no)
 - ?? **Use which budget amounts?** = C (current year revised)
3. Upon completing the screen the program will report the number of accounts that will be generated. Respond **Yes** to create the projection.
4. Upon completing the **Yes** response from above (Step 3), the following screen is displayed.

BUDGET PROJECTION MASTER MAINTENANCE

Action Find Next Prev Browse Update Del Gen Master Recalc Copy Output Exit

Return

Projection number 2003

Description 2003

Ceiling percent .00 Allow maintenance for level 1 users? Y

Created from Projection

Budgetary Method 1 FROM BUDGET APPROPRIATION PROCESS

Account Status B Both A,N Include Encumbrance N

4,419 Detail records would be created.

Do you wish to Include Detail?

Selective account inclusion N

se which budget amounts? C

(C) = current yr revised

(0) = current yr original

(R) = next yr req level 1

(Z) = zero budget amounts

5. Input a N to indicate that Detail is not to be included.

DEFINING DEFAULT BUDGET PROJECTION FOR THE BUDGET YEAR

The budget year for new budget projections must be established in the Budget Parameters Table. A default budget projection can also be identified in the Budget Parameters Table. When most screens in the budget module are entered, this projection will appear by default.

To Define The Default Projection, Select:

A) FINANCIALS

B) Budget Menu

B) Budget Parameters Table

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
BUDGET PROJECTION PARAMETER MAINTENANCE				
Action: Update Output Exit				
Update the current data record.				
Budget preparation for [200X]				
Default Projection # [200X]				

1. Select **Update** from the Ring Menu.
2. Enter the budget preparation year (e.g., 200X) and the default projection number (e.g., 200X with "X" representing the last digit of the next budget year).

ROLLING THE NEXT YEAR PROJECTION FROM LEVEL 1 TO LEVEL 2

The next year projection file can be “rolled” from Level 1 (Requested Budget) to Level 2 (Draft Budget) to eliminate the need to reenter already established budgets.

To Roll the Next Year Projection, Select:

A) FINANCIALS

B) Budget Menu

F) Roll/Factor/Merge Projection

1. Verify that the projection number displayed is the correct projection to use. The projection number should be the default projection defined in the section above.
2. Select **Roll/Factor** from the Ring Menu.
3. Select **Find** from the Ring Menu and press **ESC** to select all accounts.
4. Select **Roll/Factor**.
5. Enter the following details in the secondary window displayed:
 - ?? Roll/Factor From Level = **1** (Requested).
 - ?? Roll/Factor to Level = **2** (Draft).
 - ?? Keep, Overlay or Add to amounts = **K** (Keep).

The following screen is displayed to select the accounts to roll from Level 1:

Session	Edit	Commands	Settings	Help
ROLL/MERGE PROJECTION				
Action: Find Next Prev Browse Exit Roll/Factor Merge				
Create a higher budget level from an existing budget.				
<div> <div>Action: Find Browse Exit Roll/Factor</div> <div>Roll budget to a higher level.</div> <div> <div>Projection number []</div> <div>Description []</div> <div> <div>Fund []</div> <div>Unit []</div> <div>Function []</div> <div>Program []</div> <div>Inst Level []</div> <div>Object []</div> <div>Project []</div> </div> <div> <div>Process the update?</div> <div>Response (Y/N):</div> <div>Roll/Factor From Level []</div> <div>Roll Factor to Level []</div> <div>Factor/Percentage []</div> <div>Keep, Overlay or Add to amounts []</div> <div>0 = CY Revised Budget 3 = TENTATIVE</div> <div>1 = REQUESTED</div> <div>2 = DRAFT</div> </div> </div> </div>				

2. Enter **Y** in response to the “Process the Update?” prompt. Press **Enter**.

The Current Year Revised Budget on all accounts in the projection will be placed into budget level 2 (Draft Budget). This process will take several minutes to complete, depending upon the number of accounts.

ENTERING/VERIFYING BUDGETS

This is the process of entering, revising, and deleting budgets for designated accounts. Only budgetary amounts that differ from the current year revised budget must be changed since the projection brought forward the current year revised budgets.

It is recommended that users work with one Org Code (e.g., 0011075) at a time to enter budgets. This will allow MUNIS to total all budgets for selected accounts quickly. The budget entry process is repeated for all Org Codes requiring a different budgetary amount from the current year revised budget.

NOTE: *Next Year Budget Entry should be done after Rolling the Next Year Projection to Level 2.*

To Enter Budgets, Select:

A) FINANCIALS

B) Budget Menu

D) Next Year Budget Entry

The following screen is displayed:

Session	Edit	Commands	Settings	Help
NEXT YEAR BUDGET ENTRY				
Action: Find Next Prev Browse Output Exit Amts C=Pct Detail..				
Query the current database table.				
ATHLETIC PROGRAMS				
Account	[0001025]	[0673]	[]	[FEES/REGISTRATIONS (ACTIVITY)]
	[1-000-1900-420-00-0673] Projection [200X]	
Type	[E]			
	FY 200X		FY 200X	
	(CY)		(NY)	
Original Budget	[1,000.00]	[1,000 00] REQUESTED
Revised Budget	[1,000.00]	[1,000.00] DRAFT
Budget less Cfud	[1,000.00]	[00] TENTATIVE
Current Actual	[1,000.00]	[.00] WORKING
Encumb/Req	[.00]	[.00]
Available Budget	[.00]	[00] Percent Change
Projected Actual	[1,000.00]		
Totals:	Curr Budget	Projected Actl	TENTATIVE	% Change
	[.00]	[.00]
		Ceiling Totals	[.00]
			[100.00]
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1. Select **Find** (or **Seg-find**) from the Ring Menu to select an account or range of accounts.
2. At the prompts, enter the **projection number** (e.g., 200X), **budget level** (Level 2), and **calc method** (1 must be used) in which to enter budgets.
3. Enter an **Org Code** for which to enter Next Year Budget data and press **ESC**.
4. Select **Amts** from the Ring Menu to update the appropriate budget level.

NOTE: *The screen will display budget and expenditure information for the current fiscal year as well as any budget amounts in the projection for the next fiscal year. All data appears in the correct column.*

RUNNING MASTER FOR THE ANNUAL FUND BUDGET PROJECTION

The Master Ring Menu option keeps the Projection File synchronized with the G/L Master Accounts. Any accounts added through normal G/L Master File Maintenance since the Budget Projection was generated will be added to the Budget Projection. Conversely, accounts deleted from the G/L Master will be deleted from the projection.

NOTE: *All accounts in a Budget Projection MUST exist in G/L Master before a Budget Completion can be successfully processed.*

To Run Master, Select:

A) FINANCIALS

B) Budget Menu

A) Define/Start Budget Projection

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
-----BUDGET PROJECTION MASTER MAINTENANCE-----				
Action: Find Next Prev Browse Update Del Gen Master Recalc ...				
Query the current database table.				
Projection number []				
Description []				
Ceiling percent [] Allow maintenance for				
Created from Projection [] level 1 users? []				
Budgetary Method []				
Account Status [] Include Encumbrance []				
Fund ranges in Projection				
Fund range 1 [] to []				
Fund range 2 [] to []				
Fund range 3 [] to []				
Fund range 4 [] to []				
Selective account inclusion [Y]				
Use (O)riginal or (R)equested or (Z)ero budget amounts []				

1. Select **Find** from the Ring Menu.
2. Enter the Budget Projection number (e.g., 200X) and press **ESC**.
3. Select **Master** from the Ring Menu and press **ESC** to update accounts in the projection based on the current G/L Master.

GENERATING NEXT YEAR BUDGET REPORTS

The Next Year Budget Reports menu includes three report types that provide budget information on accounts within a selected Budget Projection.

The reports can be generated during the budgeting process to:

- ?? Verify budget entry
- ?? Identify out of balance budget situations
- ?? Compare next year budgets with budgeted and actual expenditures during current and prior years.

Several report options make these reports very flexible. The three report types are:

1. Next Year/Current Year Budget Analysis
2. Next Year Budget Levels Report
3. Next Year Budget Detail Report.

Refer to the document entitled *Next Year Budget Reports (MUNIS_BD-1)* in the *MUNIS Budget/General Ledger User Guide* for instructions on generating these reports.

NOTE: *Next Year Budget Reports are generated for a single Budget Projection.*

Generating the Draft Budget Report

Refer to the document entitled *Draft Budget Report (STW_GL-7)* in the *MUNIS Budget/General Ledger User Guide* for assistance when generating the Draft Budget Report.